

SPECIAL PAYMENTS AS REGULAR PAY

SCREEN ID: HUC01

COMPANY NUMBER	BATCH NO	PAGE NO
0 0		

EMPLOYEE NUMBER	T C D	T R N	SPEC PAY NO	ST LOC	DEP SEC	(1) S H	(2) D E D	DATE FROM	DATE TO	(3) HOURS	(4) RATE/AMT	(5) A U
								2nd line	LABOR	CODE	WORKFIELD	
	0	7 X X										
	0	7 X X										
	0	7 X X										
	0	7 X X										
	0	7 X X										
	0	7 X X										

(1) SH (Shift) Code:

- 0 or 1 - None
- 2 - Second Shift
- 3 - Third Shift

(3) HOURS

Enter regular or OT hours
Enter as 2-decimal amount
ex: 40 hours = 4000

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

(4) RATE/AMOUNT

Specify a 6-decimal rate or
a 2-decimal amount
ex: \$5.50/hour = 5500000
ex: \$400 amt = 40000

(5) AU (RATE/AMT Indicator)

- 0 - If hours are entered RATE AMT field IS A 6-decimal place rate;
if no hours, RATE AMT field is a 2-decimal place amount
- 1 - RATE AMT field is a 2-decimal amount even if hours are entered

(2) DED (Deduction) Code:

- 0 - Withhold normal deductions
- 7 - Withhold % deductions only
- 8 - Do not withhold deductions
- 9 - Withhold only banking deductions

Authorized Signature

Date

Keyed By

Date

SCREEN ID : HRSBB

Company Number	Batch Number	Control Totals 'A' (Regular/SP Hours)	Control Totals 'B' (Overtime Hours)
0 0			

Control Totals 'C' (Regular/SP Rates and Amounts)	Control Totals 'D' (Overtime Rates and Amounts)	Pay Range
		1 2

Form PR-4
Rev 10/04